

Capital Planning Committee

DRAFT Meeting Minutes

November 16, 2017

In attendance were: Dean Carman
John Danizio
Charlie Foscett
Brian Rehrig
Barbara Thornton

Not in attendance: Steve Andrew
Chris Moore
Sandy Pooler
Rich Viscay

Also in attendance: Joe Barr, Capital Planning Committee Advisor
Timur Yontar, Capital Planning Committee Advisor
Michael Morse, Deputy Treasurer
Amy Fidalgo, Management Analyst

Meeting Opened: Charlie Foscett called the meeting to order at 5:05pm. The Committee reviewed the minutes of November 2, 2017. Brian Rehrig moved to approve the November 2, 2017 minutes as amended. John Danizio seconded. All voted in favor. Charlie Foscett notified the Committee that Rich Viscay has accepted a position in Revere, and will be leaving Arlington in December.

Reserve Updates: The Committee reviewed the most recent spreadsheet on capital balances provided by Rich Viscay. Brian Rehrig stated that this version of the report will be used to determine carry forward figures for the Capital Plan.

Upcoming Meeting Schedule: The Committee discussed when DPW, School, IT, and Planning Subcommittees will be presenting reports. The DPW Subcommittee will present first at the next meeting, and Mike Rademacher will attend.

Sub-Committee Recommendations: Dean Carman summarized the Rink's capital funding request for a roof replacement. Dean Carman explained the cash flow of the enterprise fund and how the timing of this funding is important in order to keep the fund close to self-sustaining. Dean Carman said that if this project is funded in FY23 the rink would have a \$30k surplus in FY21, FY22, and FY23, and would not need a general fund subsidy. In FY24, depending on cost of final project, the subsidy would have to come back. Moving the project to FY21 would allow them to repair their roof in a timely manner, and have a more consistent general fund subsidy. This request was scheduled for FY2023, but the Subcommittee recommends funding this project in FY2021. Brian Rehrig moved to approve the subcommittee recommendation to fund the request in FY2021. Barbara Thornton seconded. All voted in favor. (5-0)

Dean Carman summarized the capital request for the Hurd Field Renovation. The field is used constantly and is in need of general repair; part of this request includes the possibility of installing a turf surface. A focused community effort would need to be made with support from the Recreation Commission and Conservation Commission before the Town will know if this is the right location for a turf field. Dean Carman noted that Jon Marshall thinks the cost will be closer to \$1.2m. The cost to re-site the baseball field is not included in this request.

The Committee discussed funding sources for this project. The Hurd Field Renovation was originally in the Capital Plan as being funded by CPA. CPA cannot be the only funding source for this project now that a turf field may be a component of this project. Brian Rehrig moved to fund the Hurd Field Renovation for \$800k in the Capital Plan, with \$400k being funded by CPA, and \$400k being privately fundraised. A plan will need to be presented next year to justify keeping this in the plan next year. Dean Carman seconded. All voted in favor. (5-0)

Other Business: Brian Rehrig provided an update that the Technology Subcommittee has been working with Adam Kurowski to determine if PeopleForm is the best front end software for the CPC to use, and how to best move data from PeopleForm into Access. The Subcommittee is also looking into other capital management software options.

Brian Rehrig provided an update to the Radio Replacement Program, which is currently funded at \$857k in FY20. This is a wholesale replacement of the 911 response center in the Community Safety Building. Some of the software is up to 14 years old. Last week one of the Fire Department's PCs failed, and part of this request needs to be moved up to FY19 in order for the first phase of this replacement program to begin. Phase one of this replacement will cost about \$375k. Brian Rehrig will be providing a memo to support this request. The Committee discussed the extent to which the I.T. Department is involved with this technology. Brian Rehrig moved to fund the first phase of this replacement program in FY19 in the amount of \$375k, and fund the remaining portion of the original request in FY20. Barbara Thornton seconded. All voted in favor. (5-0)

Update on Bond Sale and Ratings Call: Michael Morse and Dean Carman provided an update on their ratings call with S&P. There was a presentation to S&P one week ago, and the Town has received a 'AAA' bond rating for the fourteenth year in a row. Michael Morse provided details on the Town's Bond Sale. The Town's true interest cost came in at 2.54%, compared to last year's 2.60%. The total premium that was applied to reduce the amount borrowed was \$3.9m.

Adjournment: Brian Rehrig moved to adjourn at 6:50pm. Barbara Thornton seconded. All voted in favor.